

Health Screening On-Line Registration

Log onto <http://hr.mt.gov>- "Wellness Program" -> "Health Screenings".
or www.discoveringmontana.com then -> "Government" -> "Agency Websites & Directories"->"State Personnel Division" -> "Wellness Program" -> "Health Screenings".

To find a screening in your area click your mouse on the little drop down arrow
This will allow you to select a desired location for availability.

Health Screening Online Registration - Employee Benefits Bureau - Microsoft Internet Explorer

Address: <https://hr.mt.gov/healthscreening/default.aspx>

Health Screenings

This program offers confidential individual health risk screenings and assessments for:

- glucose, cholesterol, HDL, LDL, and triglycerides;
- blood pressure and body mass index;
- optional-PSA, TSH tests as well as other lab tests;
- flu shots, seasonal and when available in Helena and Missoula area.

[Tests available through Health Screening](#)

Lab and health risk assessment results will be available for the employee. Lab results will be mailed to the address you provided during online registration. You will receive your health risk assessment results at the health screening. You will also receive information on risk reduction through life-style modifications. The health screening is offered free once every two years to the medical plan member. Spouses and eligible dependents (over 18 years old) enrolled in the medical plan are able to get the screening for a nominal fee.

This program is voluntary. All personal information is kept in the strictest confidence.

Please review the schedule of screenings to find when we will be in your town then you can [register on-line](#) to make an appointment or for questions click [How do I...?](#)

For the convenience of State employees/retirees we now offer online health screening registration. You can schedule your health screening online. It's quick and easy. If you are having problems with on-line registration or need assistance with registering on-line please call the Employee Benefits Bureau at 444-2044 or 1-800-297-8266.

Check for upcoming screenings in:

Upcoming health screenings in Bozeman

Date	Time	Place	Registration Closes On	Status
May 10, 2005	07:00 AM to 11:00 AM	Comfort Inn-Spanish Peaks	May 05, 2005	Open
May 11, 2005	07:00 AM to 11:00 AM	Comfort Inn-Spanish Peaks	May 05, 2005	Open

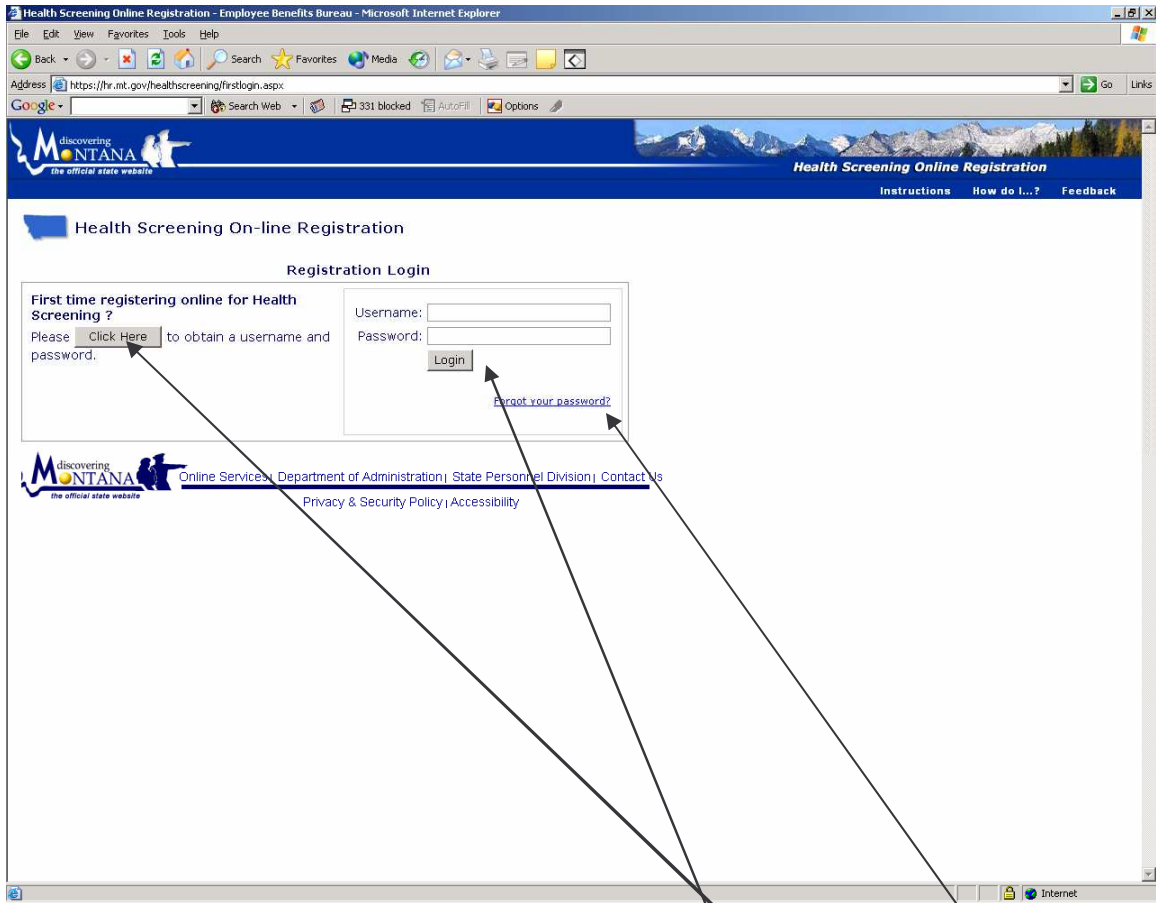
[Continue](#)

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If no health screenings are scheduled for your area it will say "Not Available". If health screenings are scheduled the dates/time/place will show up on the screen. You may then click on "Continue". This will bring you to the next page.



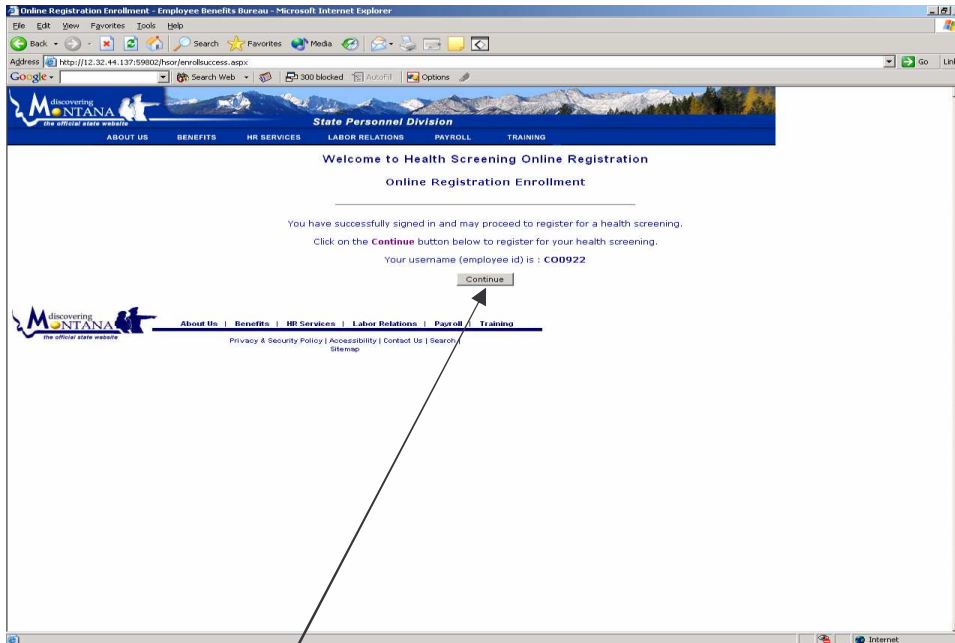
In order to proceed, you will be asked to obtain a username and password by clicking on the box on the left. In the future, if you need to make a change you can put in username and password on the right and click on Login.

If you forgot your password after signing in for the first time, you will click here.

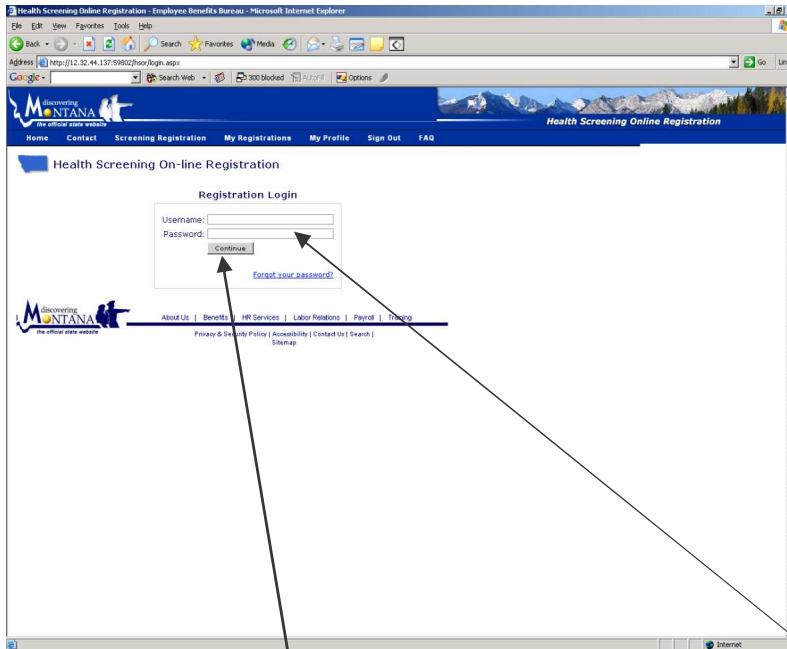
The screenshot shows a web browser window titled "Online Registration Enrollment - Employee Benefits Bureau - Microsoft Internet Explorer". The address bar displays "http://12.32.44.137:59802/hor/enroll.aspx". The page features the Montana state logo and the text "Health Screening Online Registration". A navigation bar includes links for Home, Contact, Screening Registration, My Registrations, My Profile, Sign Out, and FAQ. The main content area is titled "Welcome to Health Screening Online Registration" and "First Time Registration". It contains a form with the following fields: Last Name, Last 4 digits of Social Security Number, Date of Birth (MM/DD/YYYY), Enter Password (Minimum 8 characters and Case Sensitive), Confirm Password, and E-mail Address (optional). A "Continue" button is located at the bottom of the form. The footer includes links for About Us, Benefits, HR Services, Labor Relations, Payroll, Training, Privacy & Security Policy, Accessibility, Contact Us, Search, and Sitemap.

You will be asked to enter *Policy Holder (employee or retiree name)* information, including the last 4 digits of the Policy Holder's social security number. You will be asked to create a password, please write it down so you don't forget it. Put the password in a place you will remember. If you lose it or cannot remember you may call 444-2044 or 1-800-287-8266.

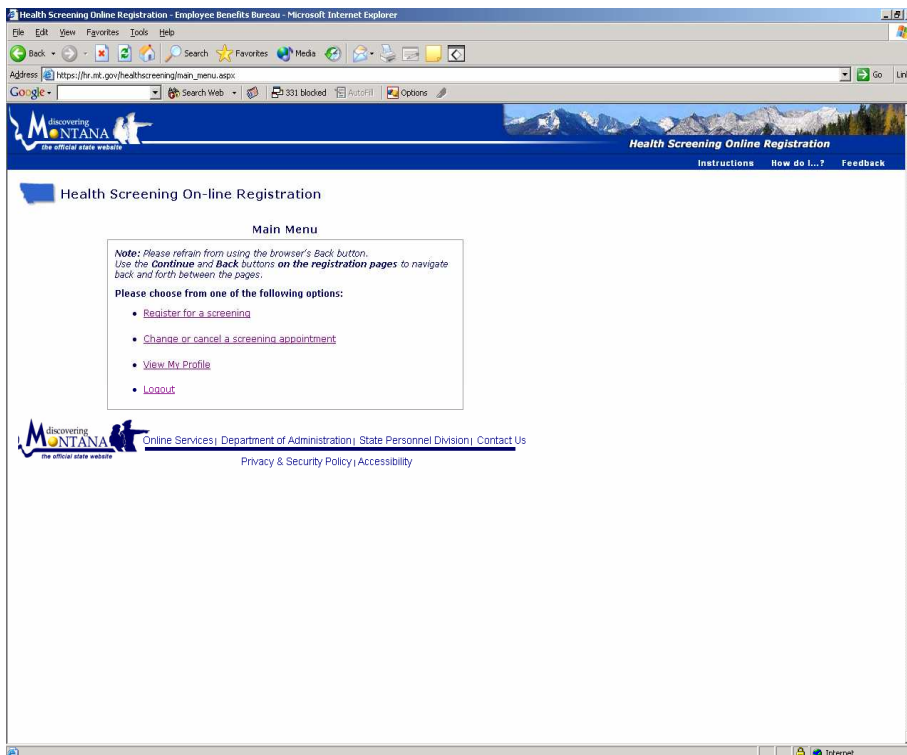
When you are finished entering the information click on the "Continue" button at the bottom.



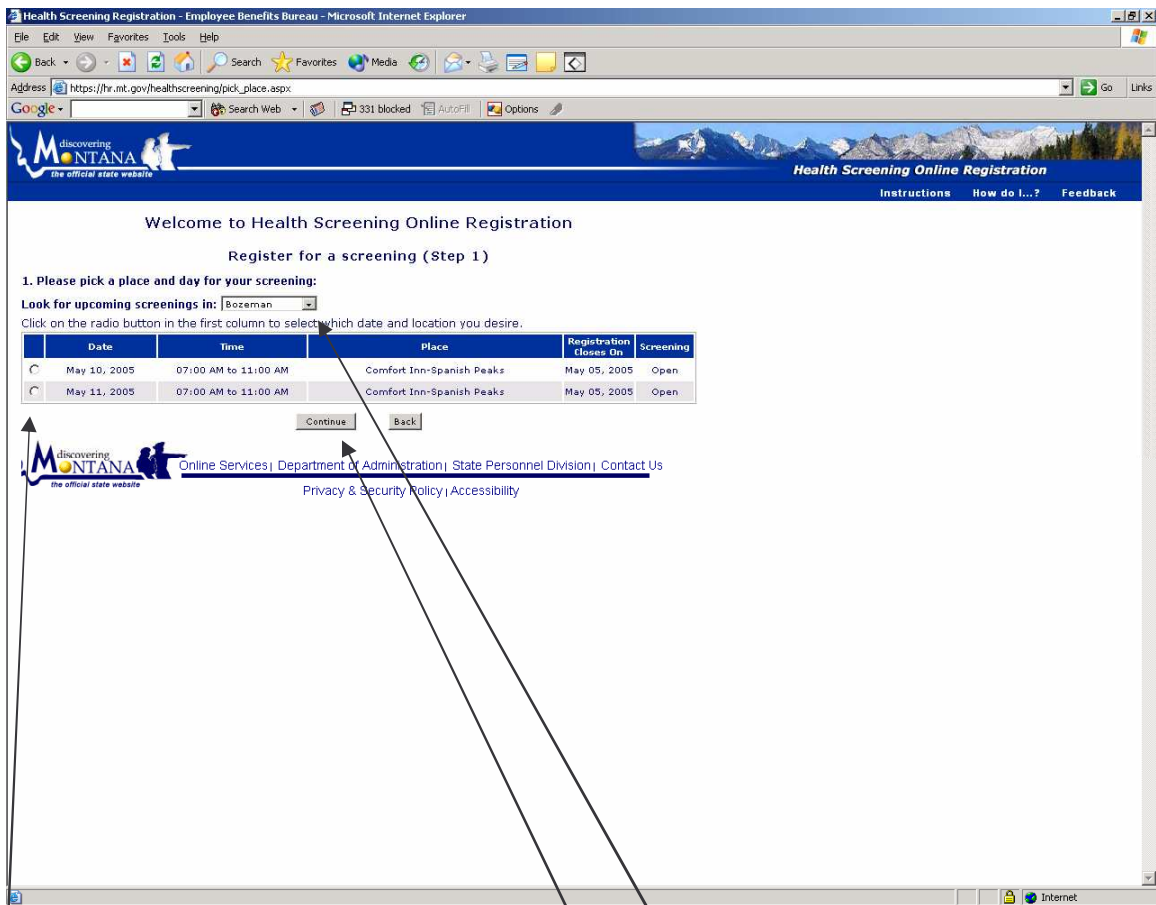
Your username will show and you will want to write it down in the same place you wrote your password so you can continue with registration. Each username is confidential and unique. The username shown is only a sample. Click on the "Continue" box.



You will now have to enter the username and password and then click the “Continue” button.



The Main Menu allows you to register for a screening or if you have registered and would like to make changes you may do so from the selections above. Simply click on your selection.



Click the drop down arrow to select a location.

Click the mouse on one of the radio buttons on the far left according to the date you would like, in some cases, there may only be 1 available date but you will still need to make that selection. Then click on "Continue" or "Back" if you have forgotten something.

Health Screening Registration - Employee Benefits Bureau - Microsoft Internet Explorer

Address: https://hr.mt.gov/healthscreening/pick_tests.aspx

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Health Screening Online Registration

Instructions How do I...? Feedback

Register for a screening (Step 2)

Place: Comfort Inn-Spanish Peaks, Bozeman Date: May 11, 2005

2. Please select a person, time and test(s):

Name:

Time:

Tests

Want to learn more about the tests and what they mean? Just click on any test name for more information.

☒ Screening (Lipid Panel & CMP): FREE

The following optional tests are only available with Screening.

☐ Optional Tests:
These tests are optional. Fees apply.

☐ All Cardio Tests:

Name of Test	Cost
<input type="checkbox"/> C-Reactive Protein	\$25.00
<input type="checkbox"/> CBC	\$30.00
<input type="checkbox"/> Homocysteine	\$25.00
<input type="checkbox"/> PSA	\$25.00
<input type="checkbox"/> TSH	\$25.00

☐ Female Blood Panel \$79.00

☐ Male Blood Panel \$99.00

☐ Optional Glucose Test (Hb A1C): \$25.00

* Free screening is offered to all State employees and retirees once every two years.

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Click on the "Name" drop down arrow to select a person you want to schedule for a health screening. If you are registering more than one person you will complete registering one person at a time and will be prompted when you are able to register the next person. After you select a person you will click on the "Time" drop down arrow for available times.

You will make selections for the desired tests by clicking the mouse on the appropriate box and a check mark will appear that you have made that selection. Information on each test is available by clicking on the underlined test, this will give you an explanation. If you change your mind just click again and it will be unselected. Click on "Continue" when you are finished with your selections.

You will be given the option to either fill out your health questionnaire on-line or print it off and fill it out and bring it with you. If you do the form on-line the form will be transmitted electronically to Home Health of Montana, the people conducting the health screenings.

Based on your selection, you will select one of the 2 options listed below and that will take you to the next screen.

Health Screening Registration - Employee Benefits Bureau - Microsoft Internet Explorer

Address: http://112.32.44.137/59802/health/questionnaire.aspx

Home Contact Screening Registration My Registrations My Profile Sign Out FAQ

Register for a screening (Step 3)

3. You will need to complete a Health and Wellness Questionnaire for the Health Screening. This questionnaire is part of your complete Health Screening. Please answer all questions accurately to the best of your knowledge.

If you complete questionnaire online you do not need to print it when completed.

If you are printing the questionnaire to fill out by hand, please bring completed questionnaire with you to your health screening.

Complete questionnaire now or Download questionnaire form to fill in manually

<< Previous

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This screen will ask where you want your test results mailed.

Health Screening Registration - Employee Benefits Bureau - Microsoft Internet Explorer

Address: http://112.32.44.137/59802/health/mailing.aspx?

Home Contact Screening Registration My Registrations My Profile Sign Out FAQ

Register for a screening (Step 5)

5. Mail test results of Sarah Jones to:

☒ 4918 Leah Ln
Missoula, MT 59802

☐ Alternate address:

Address:

City: State:

Zip:

<< Previous Next Step >>

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When finished with address verification, click "Continue"

This screen will verify your address, the date, time, place and cost of your screening. If you have to make any changes click on “Back” until you get to the screen you need to correct. If everything is correct, click on “Continue”.

Health Screening Registration - Employee Benefits Bureau - Microsoft Internet Explorer

Address: http://112.32.44.137:59802/show/regreview.asp?trialResultsTowordad91=ba932=city=msp=

Health Screening Online Registration

Register for a screening (Step 6)

6. Review Registration:

Name:	Sarah Jones
Place:	Capital Building, Helena
Date:	May 10th, 2005
Time:	9:30 AM
Tests Selected:	Screen, PSA, Gator
Cost:	\$88.00
Mail Test Results To:	493 S. Last St. Missoula, MT 59802

Please review the information above.

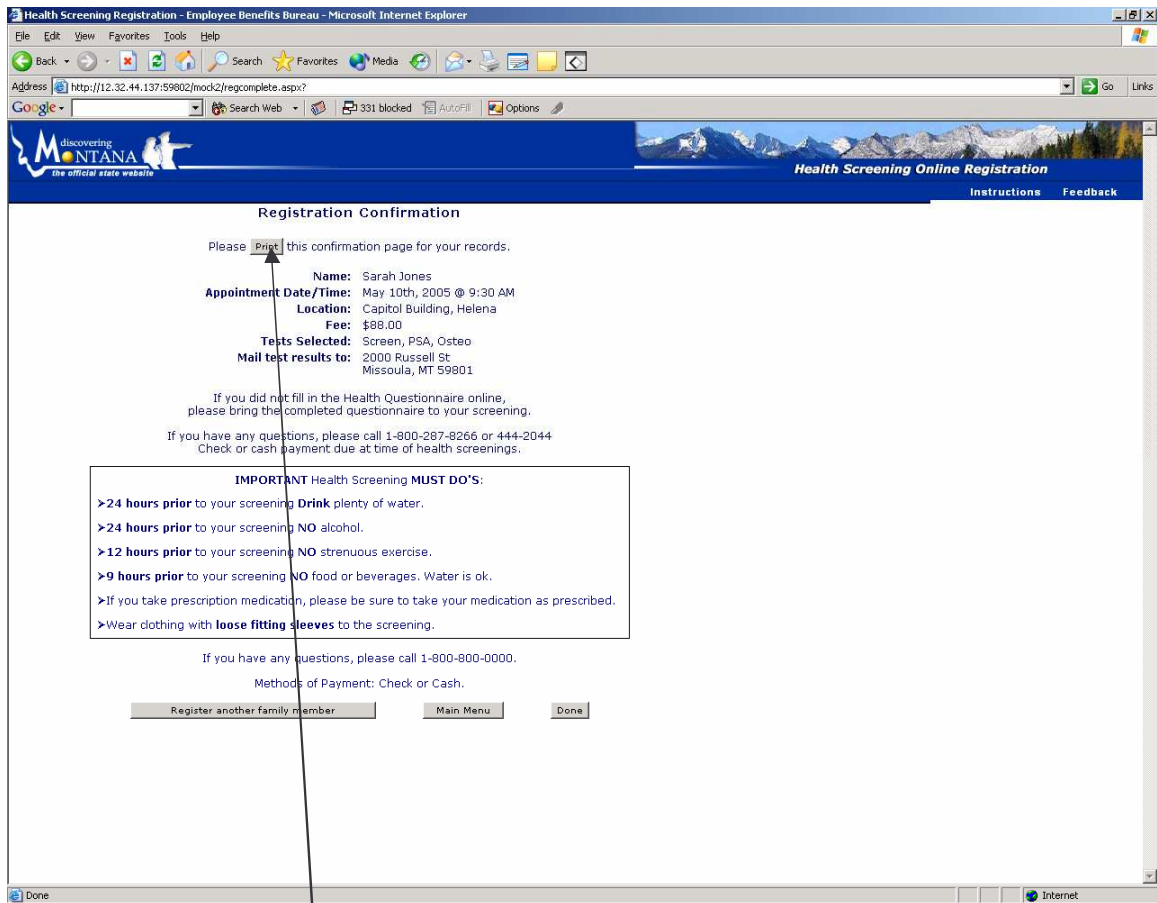
If the information is correct, click on the "Next Step" button.
If not, click on the "Previous" button to change your registration information.
You can hit the "Previous" button in the preceding screen to back up to the page(s) that you need to change.

< Previous Next Step >

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This will be the final screen. If you want to register more people for a health screening, click on "Register another family member". If you are finished with registration, please Print your confirmation notice after reviewing it and then click "Done" or you may go back to "Main Menu" to make changes.

Congratulations, you have completed your on-line Health Screening Registration. If you need assistance please contact the Employee Benefits Bureau at 444-2044 or 1-800-287-8266.